

WAIKATO DIOCESAN SCHOOL FOR GIRLS

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES – WDSG

Held on Wednesday 29 June 2022 at 5.15 pm in the CRC at the School and via Zoom

PRESENT: Dan Moore (Chair), Dean Anne Mills, Jamie Bidois (Student Representative), Giles Brant (left the meeting at 6.52 pm), Richard Calderwood, Mary Curran (Principal), Thomas Gibbons, Raewyn McPhillips, Deborah Nelson, Brigham Nordstrom, Pat Peoples (by Zoom), Susi Webb (Staff Representative).

IN ATTENDANCE: Dean Herrmann, Kate Lethbridge, Jeremy Gibbons, Delwyn Guilford (Commercial Manager), Joy Houghting (Board Secretary) (via Zoom).

APOLOGIES: Karlene Verryt, Doug Wilson.

PRESENTATION: Ahead of the Meeting the Board received a presentation from Julie Earl, Review Officer at the Education Review Office.

1. WELCOME:

The Chair welcomed everyone present and confirmed all parties could hear one another. The meeting was opened with a Prayer.

2. REGISTER OF INTERESTS:

The full Register had been circulated prior to the meeting for checking. No further interests were declared.

3. CALL FOR ADDITIONAL AGENDA ITEMS:

No additional items.

4. STRATEGIC DECISIONS:

4.1 Boards' Work Plan

27 July 2022 Board Meeting:

- The July Board Meeting is the designated annual meeting (under the Health & Safety Charter) to allow for the review of policy and strategy as well as a more rigorous assessment of Health and Safety performance at school, and the Board is scheduled to conduct the annual reviews of the Health and Safety Policy and Charter.
- There will be two presentations ahead of the 27 July Meeting; the scheduled English Department curriculum presentation, and a Marketing and Communications presentation to allow for strategic discussion.
- Members of the student council will attend the first part of the meeting to provide the Boards with an update of matters of current significance to the Student Council.

13 August 2022 Boards' Strategy Session:

- The next half day Boards' Strategy Session will take place at the School on Saturday 13 August. Time and venue to be confirmed.

5. STRATEGIC DISCUSSIONS

5.1 Principal's Report

The report was taken as read. The Principal noted that Covid numbers were down, but there was a marked increase in absenteeism on account of the flu.

There was a brief discussion and the Principal responded to questions about the future of the NCEA and the curriculum.

Student Exchange Programme:

The Principal noted that a number of Year 10 students had the opportunity to enter international exchange programmes during November and December 2022 and also during 2023, and questioned whether the School's usual international student exchange programmes were captured by the School's existing EOTC policy to overseas travel, which applies to the School's EOTC programme, and stipulates that there will be no international school trips during 2022 and 2023. There was a brief discussion and it was agreed that the exchange programme was not captured by the existing EOTC Policy to overseas travel, because the exchange programme could be distinguished from EOTC travel in that there is no cost to the school for the exchange programme, and any risk beyond ensuring the appropriate policies are in place for the students' international homestay, is carried by the parents.

Moved: That the School's usual international exchange programmes are not captured by the existing EOTC policy to overseas travel which applies to the EOTC programme.

Dan Moore / Thomas Gibbons : CARRIED.

5.2 Strategic Discussion

Julie Earl of the Education Review Office (ERO) presented to the Board on the process for the School's upcoming evaluation. In addition to ensuring compliance, Julie explained that a key part of the evaluation was to build capacity around the School's ability to conduct internal evaluation, which is fundamental to improvement. The evaluation would be aligned with the School's Strategic Plan and the ERO would work with the Leadership Team and the Board to establish where the needs are and to focus on those needs.

Julie responded to questions.

The Chair thanked Julie for her presentation and Julie left the meeting at 6.20 pm.

6. GENERAL BUSINESS / APPROVAL ITEMS

6.1 Policies for review

Raewyn McPhillips commented on the paper, noting that the Principal's Performance Review Policy and Boarding House Staff Accommodation Policy were reviewed by the Policy Committee this month as part of the policies' triennial review. There is a looming change in terms of the relevant legislation and the review process for principals and the policy will be reviewed again once those changes have been effected.

It was noted that a summary of the Principal's review is to be given to both boards under paragraph 6 of Principal's Performance Review Policy.

Moved: That the following policies are adopted as recommended by the Policy Committee: -

- Principal's Performance Review Policy (subject to inserting the correct wording, "Public Service Act 2020" under the heading Policy Statement on page 1 of the Policy); and

- Boarding House Staff Accommodation Policy.

Raewyn McPhillips / Richard Calderwood : CARRIED.

6.2 2022 Board of Trustees' Triennial Election and 2022 Student Representative Election

The Chair spoke to the paper and the Board considered the recommended dates for both elections.

Moved: That:

- (a) The 2022 Triennial Election of Parent Representatives and Staff Representative for the Board of Trustees will take place on the common date of Wednesday 7 September 2022;
- (b) Canterbury Election Services (CES) is appointed as Returning Officer for the 2022 Triennial Election of Parent Representatives and Staff Representative for the Board of Trustees;
- (c) The 2022 election of a Student Representative for the Board of Trustees will take place on Wednesday 21 September 2022; and
- (d) The Secretary is appointed as Returning Officer for the 2022 election of a Student Representative for the Board of Trustees.

Thomas Gibbons / Susi Webb : CARRIED.

7. **REPORTS / MINUTES**

7.1 Health and Safety

The minutes of the Health and Safety Committee Meeting held on 31 May 2022 were taken as read.

The Near Miss and Accident/Incident Registers were taken as read, and the Commercial Manager responded to questions.

7.2 Finance

There had been no Board of Trustees Finance Committee Meeting this month.

7.3 Property Planning Group

The Minutes of 7 June 2022 were taken as read. Dean Herrmann commented that Architects, Edwards White, had met with Management to discuss the School's Master Plan, noting that the Master Plan needed to be well developed before making any substantial progress on the Cherrington project.

Dean responded to questions.

7.4 Student Representative Report

Jamie Bidois commented on her report and responded to questions.

7.5 Human Resources Report

The Principal commented on the report, and responded to questions.

7.6 Wellbeing and Attendance Report YTD

The Report from Deputy Principal Theresa Miller was taken as read. The Principal responded to questions.

8. MEETING ADMINISTRATION

8.1 Minutes of Previous Meetings

The Minutes of the Board Meeting held on 25 May 2022, and the Special Board Meeting held on 17 June 2022 were received.

Moved: That –

- (a) the Minutes of the Board Meeting held on 25 May 2022 are accepted as a true and correct record of the meeting; and
- (b) the Minutes of the Special Board Meeting held on 17 June 2022 are accepted as a true and correct record of the meeting.

Dan Moore / Richard Calderwood : CARRIED

8.2 Matters Arising:

<i>ACTIONS</i>	<i>RESPONSIBLE</i>
Resources to support the Hub: Leadership Team to establish what resources are required to support junior students/the Hub, and put a proposal to the Board.	Principal, Leadership Team
Summary of Principal’s Review: Summary of outcome of Principal’s review to be circulated to both boards under para 6 of the Policy.	Board Chairs, Secretary

8.3 Meeting Closure

Agenda items for the next meeting (from Boards Work Plan):

- Health and Safety focussed Meeting
- Policies for review:
 - International Students Policy
 - International Student Exchange Policy
 - Health and Safety Policy and Charter (annual review)

Call for additional items for the next meeting agenda:

- No additional items.

Time/date of the next meetings and events:

- Meeting: Wednesday 27 July 2022 (time and venue TBC).

The Meeting closed at 7.21 pm.

Confirmed as a true and correct record:



Chairperson, Board of Trustees

31/8/22

Date